INTERURBAN
TRANSIT AUTHORITY
SAUGATUCK - DOUGLAS - SAUGATUCK TOWNSHIP
100 E Wiley Rd, P.O. Box 649, Douglas, MI 49406

MINUTES OF A REGULAR MEETING HELD AUGUST 22, 2024 AT 4:30 PM AT THE INTERURBAN TRANSIT AUTHORITY.
PRESENT: BABINSKI, GUSTAFASON, MUNCEY, PULLEN, SCHNEIDER; ABSENT: JOHNSON.
ALSO PRESENT: CARTEN-CRANDALL, ROBILLARD

ADDITIONS TO THE AGENDA: NONE. PUBLIC COMMENTS/AUDIENCE: NONE.
COMMUNICATIONS: MDOT FY2025 LBO PRELIMINARY DISTRIBUTION.

MOTION TO APPROVE THE JULY 16 2024 AND THE AUGUST 9 2024 MINUTES BY MUNCEY. SUPPORTED BY SCHNEIDER. MOTION CARRIED. MOTION BY MUNCEY TO PAY THE JULY-AUGUST 2024 BILLS IN THE AMOUNT OF $81,551.91. SUPPORTED BY BABINSKI. MOTION CARRIED.

OLD BUSINESS
OVERVIEW OF OPERATIONS: ALL BUSES RECEIVED ROUTINE SCHEDULE MAINTENANCE. RIDERS APPRECIATED THE 1:00 PM TO 9:00 PM WEEKEND SHUTTLE HOURS. THE FLEET PARTICIPATED IN THE ART FAIRS, MUSIC IN THE PARK AND OXBOW. A HANDHELD RADIO WAS PURCHASED FOR ONSITE DISPATCH ASSISTANCE. THE STAFF CONTINUE TO MASTER THEIR POSITIONS. MUNCEY REQUESTED MEASURABLE DELIVERABLES FOR CARTEN-CRANDALL'S SUPPORT STAFF. CARTEN-CRANDALL REVIEWED HER JULY ACCOMPLISHMENTS INCLUDING ATTENDING THE SENIOR LUNCHEON, SECURING PARKING SPOTS NEAR THE BEER TENT FOR SAFE DROP OFF AND PICK UP SPOTS, AND UPDATING THE STAFF'S BENEFIT PACKAGES.

FINANCIAL STATUS AND RIDERSHIP: FINANCIAL REMAIN STRONG. THE "ITA" HAS RECEIVED 111% OF BUDGETED REVENUES AND DISBURSED 86.2% OF BUDGETED EXPENSES. JULY RIDERSHIP INCREASED 3.52%. THE "ITA" CARRIED 13,673 PASSENGERS!

CAPITAL GRANT PROGRESS:
CARTEN-CRANDALL REQUESTED THAT THE DISPATCH SOFTWARE GRANT BE REALLOCATED TO PURCHASE AND UPDATE ALL ELECTRONICS AND OFFICE FURNITURE. RFP'S FOR THE BUILDING EXPANSION HAVE BEEN SUBMITTED TO THE PROJECT MANAGER. THE SECOND BUS WILL BE CONVERTED TO PROPANE IN SEPTEMBER.

CARTEN-CRANDALL PRESENTED MEETING HIGHLIGHTS FROM HER ATTENDANCE AT THE ADVISORY BOARD COMMITTEE MEETING AND DRUG TESTING POLICY.

NEW BUSINESS
CARTEN-CRANDALL MET WITH THE FIRE CHIEF TO DISCUSS SHUTTLE SERVICE FOR SAUGATUCK EMPLOYEES. RIDERS CAN NOW ADD MONEY TO THEIR ACCOUNTS ELECTRONICALLY. THE BUILDING WATER SUPPLY WILL BE CHECK FOR LEAD PIPES. THE "ITA" IS PREPARING TO SUPPORT THE MOUNT BALDHELD CHALLENGE.

CROSS TRAINING HAD BEGUN TO SUPPORT THE MAINTENANCE GARAGE.

BOARD COMMENTS: NONE.
MEETING ADJOURNED BY PULLEN AT 5:04 PM

LORI BABINSKI
SECRETARY

MICHELLE ROBILLARD
RECORDING SECRETARY